



Wiskerchen Cheese Inc. SOP

Title: Filter & Screen Inspection

2.030

Issue Date: 7/17/09	Written By: Thomas Wiskerchen	Approved By: John Wiskerchen	Revision # 1	Revision Date: 7/30/17	Revised By: Jamie Rogney	Supersedes: 2/15/06	Page 1 of 2
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Purpose: To ensure Wiskerchen Cheese Inc., is following proper procedures when inspecting screens and filters for extraneous matter or for replacement.

Scope: Cover the identification of extraneous matter that may be found in filters and screens as well as how to identify when repairs or replacement needs to occur.

Responsibility: Pasteurizer operators, blue production employees, and department heads for intake, blue production.

Procedure:

Filters:

1. Filters need to be inspected based on the cleaning schedule for the department.
2. When inspecting a filter the employee needs to remove the filter from where it normally is housed or sits (this may require minor disassembly of clamps to remove the filter).
3. The employee is looking for any extraneous matter in the filter such as congealed milk, plastic ties, pieces of metal, etc.
4. If extraneous matter such as plastic ties or metal is found, an extraneous matter report needs to be filled out and the department head and/or quality assurance manager notified.
5. Any extraneous matter should be rinsed out of the filter and the filter inspected for tears, cuts, and other damage that would prevent it from properly functioning.
6. If the filter is torn and has become a potential source for extraneous matter contamination it should be disposed of and replaced.
7. If the filter is whole and undamaged then it should be dipped in a 100-200 ppm chlorine solution (1 oz San-I-King/5 gallons water).
8. After sanitation the filter can be put back in place.

Screens:

1. Screens need to be inspected based on the cleaning schedule for the department.
2. When inspecting a screen the employee needs to remove the screen from where it normally is housed or sits (this may require minor disassembly of clamps to remove the screen).
3. The employee is looking for any extraneous matter in the screen such as congealed milk, plastic ties, pieces of metal, etc.
4. If extraneous matter such as plastic ties or metal is found, an extraneous matter report needs to be filled out and the department head and/or quality assurance manager notified.
5. Any extraneous matter should be rinsed out of the screen and the screen inspected for larger than normal holes, rust, and other damage that would prevent it from properly functioning.
6. If the screen has holes or has rusted and become a potential source for extraneous matter contamination it should be removed from service and given to maintenance for repairs.



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7. If the screen is whole and undamaged then it should be foamed and scrubbed out and then dipped in a 100-200 ppm chlorine solution (1 oz San-I-King/5 gallons water).
8. After sanitation the screen can be put back in place.

Approved By: _____

Date: _____